



**LAKE COUNTY, FLORIDA
DEPARTMENT OF GROWTH MANAGEMENT
PLANNING & COMMUNITY DESIGN**

SITE PLAN SUBMITTAL REQUIREMENTS CHECK LIST

The following required information shall be submitted when applying for site plan approval. Please check those items, as required, prior to submission of plans.

- ___ 1. General Development Application Form
- ___ 2. Name of Project
- ___ 3. Statement of intended use of the site
- ___ 4. **COPY OF CURRENT TAX RECEIPT** or property record card and latest recorded warranty deed showing the current title holders of the property.
- ___ 5. A legal survey prepared by a surveyor registered in the State of Florida, showing an accurate legal description and the total acreage when the property is part of a larger tract.
- ___ 6. **Thirteen (13) prints of the site plan (signed & sealed)** with supporting documentation **FOLDED** to 9.5" x 12"
- ___ 7. Applicable fees
- ___ 8. A presubmittal meeting or a zoning conformance letter is strongly encouraged.

A. PLAN FORMAT

- ___ 1. 1"/100' scale
- ___ 2. 24" x 36" plan sheets, 3/4" margin, 2" at binding
- ___ 3. Sheet number and total number of sheets

B. PLAN REQUIREMENTS

- ___ 1. General vicinity map drawn to scale showing position of proposed site in the Section(s), Township and Range.
- ___ 2. Principal roads, city limits and other pertinent information.
- ___ 3. Complete legal description of the property.
- ___ 4. Name, address and telephone number of the owner(s) of the property.
- ___ 5. Name, address, telephone number of engineer or landscape architect preparing the plan. The designated contact person must be referenced on the plans.
- ___ 6. Title block, north arrow, scale, date.
- ___ 7. Area of property shown in square feet and acres.
- ___ 8. Provide Building Construction information to reflect type as listed: Frame, Joist Masonry, Non combustible, Modified fire resistive, fire resistive.
- ___ 9. Location of existing property, or right-of-way/easement lines for private and public property.
- ___ 10. Location of existing streets, railroads, buildings, transmission lines, sewers, bridges.
- ___ 11. Location of existing culverts, drain pipes and water and sewer lines within 300 and 1000 feet (curb line distance).
- ___ 11. Location of existing stormwater management systems.
- ___ 12. Existing and proposed septic tank systems or sewer lines.
- ___ 13. Potable water source; existing and proposed wells and water lines (Appendix B -

LDR's).

- _____ 14. Indicate location of nearest alternative water supply (lake, pond, spring, development with approved water supply system. Alternative supply must be approved by Fire Prevention).
- _____ 15. Location of existing hydrants.
- _____ 16. Any land rendered unusable for site purposes by deed restrictions or other legally enforceable limitations.
- _____ 17. Landscape Plan and Legend (Trees over 6" DBH).
- _____ 18. U.S.D.A. Soil Conservation Service soil types.
- _____ 19. Contour lines at five (5) foot intervals
- _____ 20. FLUCS vegetative cover overlain on the concept plan, and precept survey for designated species when native habitat is being altered or cleared or when project is 100 acres or greater.
- _____ 21. Water courses, water bodies, flood plains, wetlands and other important natural features. (Wetlands' Jurisdiction Line and 100 Year Flood.)
- _____ 22. _____ Ordinary High Water Line
_____ Mean High Water Line
_____ Base Flood Elevation
- _____ 23. Designated species survey.
- _____ 24. Existing zoning of the parcel.
- _____ 25. Depiction of abutting property within five-hundred (500) feet showing:
 - _____ Existing zoning
 - _____ Land uses
 - _____ Principal structures (construction type within 100 feet)
 - _____ Major landscape features
 - _____ Intensities of non-residential use
 - _____ Traffic circulation systems
 - _____ Existing and proposed driveways
 - _____ Water and sewer facilities
 - _____ Wells and septic tank systems
- _____ 26. Intensity or density of the site (ISR/- DU/AC)
- _____ 27. General parking and circulation plan broken down by Standard, Compact, and Handicapped.
- _____ 28. Points of ingress and egress from the site with relation to existing or planned public or private road rights of way; pedestrian ways, bicycle paths and access points to public transportation facilities.
- _____ 29. Proposed Stormwater management systems and proposed linkage, if any, with existing or planned public water management systems.
- _____ 30. Location and availability of capacity for potable water and wastewater facilities to serve site and identification of who will serve the site. (Potable water systems within 300 feet and wastewater treatment systems or central lines within 1000 feet).
- _____ 31. Description of any required improvements or extensions to off-site facilities.
- _____ 32. Proposed open space areas on the site and types of activities proposed to be permitted on them.
- _____ 33. Location of existing public or private easements.
- _____ 34. Lands or land use rights to be dedicated or transferred to the public or a private entity and the purposes for which the lands will be held and used.
- _____ 35. Location of the site in relation to any established urban service areas and utilities.
- _____ 36. A description of how the plan mitigates or avoids potential conflicts between land uses.

- _____ 37. Concurrency Test applications may be obtained from the Department of Growth Management, Planning and Community Design Division. Signed affidavit of Concurrency Management deferral or vesting from concurrency, capacity encumbrance letter, capacity reservation certificate or DeMinimus determination or an exemption determination.
- _____ 38. **Four (4) aerial photographs** with property boundaries overlain (to accompany site plan).
- _____ 39. Environmental Assessment (if applicable).
- _____ 40. Copies of all applicable State Agency permits.

C. ADDITIONAL DATA

Additional standards applying to the Wekiva River Protection Area or Green Swamp Area of Critical State Concern shall be required for development proposals pursuant to Chapters VII and VIII of the Land Development Regulations, as amended. Any requested development order must comply with the Lake County Land Development Regulations, as amended, and the Lake County Comprehensive Plan, as amended. If this project has vesting status or is subject of a special master settlement please include documentation of such.

D. POLICY

1. A Development Application, this checklist, the site plan fee checklist, a check payable to the Lake County Board of County Commissioners, 13 sets of signed and sealed plans, tax receipt or property record card, four aerials, tree removal application (if applicable), concurrency application and supporting materials must be submitted to the Lake County Planning and Design Division - (Development Coordinator).
2. Upon receipt of the application and all the submittal requirements (complete package), the Development Coordinator will distribute the plans and documentation to the Development Review Staff. The application shall be scheduled for a Development Review Staff Meeting review approximately thirty (30) days from the application date. The Development Review Staff meets every Wednesday and Thursday at 9:00 a.m..
3. CHANGES TO THE ORIGINAL PLAN REQUIRE A \$100.00 RE-SUBMITTAL PLAN REVIEW FEE, AND MAY REQUIRE ADDITIONAL INFORMATION REQUIRED BY THE DEVELOPMENT REVIEW STAFF.

Date

Applicant's Signature

Contact name: _____

Date Received: _____

DRS Date: _____

Approval Date: _____